

TOWN OF NANTUCKET  
JOB DESCRIPTION

DEPARTMENT: TOWN ADMINISTRATION

POSITION: HUMAN RESOURCES DIRECTOR

COMPENSATION LEVEL: SALARY SCHEDULE/S-C

EFFECTIVE DATE: JULY 2005

***DEFINITION***

Administrative, technical and professional work in directing and supervising the personnel systems of the Town, including classification, compensation, recruitment, selection, legal compliance, labor relations, benefits administration and training; all other related work as required.

***SUPERVISION***

Works under the direction of the Town Administrator within a broad scope of established policies and procedures. Performs varied and highly responsible duties requiring extensive independent judgment in ensuring conformance with applicable laws, regulations, collective bargaining agreements and departmental policies.

***JOB ENVIRONMENT***

Work is performed under typical office conditions; the work environment is frequently hectic and disruptive. Interruptions in work are frequent. Makes regular contact with municipal employees, all Town departments, citizens' committees and vendors; makes limited contact with the general public; makes frequent contact with outside agencies requiring considerable discretion, resourcefulness and persuasiveness to achieve desired objectives; all contacts are in person, by telephone, email and in writing. Has access to an extensive amount of highly confidential information on a Town-wide basis, such as personnel records, collective bargaining negotiations, pending lawsuits, investigations, medical data, and employee/family issues. Errors could result in adverse decisions in case management, settlements and impact on employee morale causing confusion and delay, and could have long term negative impacts and legal and/or financial repercussions.

***ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS***

*The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Maintains and implements Town's personnel rules and regulations, policies and procedures, ensuring consistent interpretation and application. Recommends and drafts new and revised policy and collective bargaining language for the Town Administrator. Provides personnel policy information to employees and advises on interpretation. Attends collective bargaining sessions and provides technical and administrative support. Assists the Town Administrator in preparing and negotiating union contracts and in addressing labor relations issues, including grievances, arbitrations and disputes. Keeps track of grievances and ensures deadlines are met.

- Directs recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applicants, administering written examinations and other tests, assisting department heads in selecting and interviewing candidates, presenting recommendations to the Town Administrator, arranging for pre-employment physicals, and conducting new employee orientation session. Conducts exit interviews.
- Administers various employee benefit programs, including health, dental, life and disability insurance, workers compensation, and employee assistance programs. Responsible for communication of benefit plan features to employees and retirees, and for resolving issues encountered in obtaining benefits. Researches and makes recommendations with regard to selection of benefit programs; coordinates these efforts with the Town Administrator and Finance Director.
- Oversees the administration of compensation and classification policies in accordance with town bylaws, collective bargaining agreements, personnel rules and regulations and federal and state statutes. Evaluates and makes recommendations to the Town Administrator with regard to compensation and classification actions. Works with department heads to draft and update job descriptions. Monitors compensation plans of other municipalities for benchmarking and comparison purposes
- Maintains official personnel records, ensuring individual employee files are current and complete. Monitors and approves all personnel action forms; recommends non-routine changes to the Town Administrator as appropriate. Prepares periodic reports on personnel data, and prepares and submits employment-related reports as required by the state of federal government. Keeps up-to-date records on employee certifications. Monitors and tracks employee leave time. Ensures anniversary raises, as applicable, occur on time.
- Counsels employees, advises department heads, reviews performance evaluations, investigates personnel problems and disciplinary issues, etc. Implements team-building activities and works with the Employee Assistance Program or other consultants to resolve employee conflicts and problems. With the Town Administrator, serves as the Sexual Harassment Grievance Officer; Town ADA Coordinator and Affirmative Action Officer. Represents the Town at personnel-related hearings, meetings and seminars.
- Assists the Town Administrator in preparing and negotiating union contracts and in resolving labor relations issues, grievances, arbitrations and disputes.
- Identifies organizational training needs and develops training plans and programs for appropriate employee development.
- Oversees the Town's compliance with federal and state personnel laws and regulations, which cover topics such as wages and hours, equal employment opportunity, drug and alcohol testing, work-related injuries and employee benefits. Coaches and counsels department heads and supervisors regarding personnel procedures, laws and issues.
- Conducts special projects and other assignments as needed to improve personnel administration and employee morale within the organization.

- Performs other related duties as may be required or assigned.

### ***RECOMMENDED MINIMUM QUALIFICATIONS***

Education and Experience: Master's degree in human resources administration, public administration, business management or in another related field; five years of progressively responsible experience in human resource management or personnel administration; training and experience in municipal personnel administration highly preferred; or any equivalent combination of education and experience.

#### Knowledge, Ability and Skills:

*Knowledge.* Thorough knowledge of the principals, practices, regulations and applicable federal and state laws relating to personnel administration. Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training and labor relations.

*Ability.* Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to analyze and interpret legislation, regulations and data relevant to personnel administration. Ability to recruit, interview and evaluate job applicants for diverse positions. Ability to maintain accurate and detailed records. Ability to operate general office equipment, including but not limited to computer, telephone, copy machine and facsimile machine.

*Skills.* Excellent written and oral communication and organizational skills necessary. Superior persuasiveness, resourcefulness and discretionary skills.

### ***PHYSICAL REQUIREMENTS***

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms as in picking up paper, files and other common office objects. Employee may lift and/or move objects weighing up to ten (10) pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges.

***NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.***

***Appointment to the position is contingent upon passing a pre-employment physical examination.***